

# The Recorder's Report

Ann M. Radcliffe, Lake County Recorder

## Recorder's Message

By: Ann M. Radcliffe

Short staff and all, we made it through the holidays and managed to stay current on the indexing, validating and document return.

My staff and I took the Veteran ID card program on the road three Saturdays in the last few months which turned out to be very successful. We went to the Morley Library in November, the Eastlake Library in January and the Wickliffe Library in March. With the help of the Lake County Veteran Services we were able to provide three hundred twenty nine veterans with their Armed Forces ID card without them having to come into the office.

With a few successful projects completed in the last two years I am certainly looking forward to a few more this year.

Stay Tuned!

*Ann*

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## Lake County Recorder's Office Staff

**Terri Conley** – Chief Deputy Recorder  
2 years of service.

**Mary Pat** – Document/Book Keeping Supervisor  
19 years of service.

**Shaun** – Technology Supervisor  
27 years of service.

**Diane** – Deputy Recorder  
Celebrating 30 years of service this year.



**Lisa** – Deputy Recorder  
7 years of service.

**Simone** – Deputy Recorder  
21 years of service.

**Denise** – Deputy Recorder  
1 year of service.

**Curt** – Deputy Recorder  
21 years of service.

*"Many thanks to my staff  
for all of their hard work  
and for making this office  
so pleasant and  
efficient!"*

*Ann*



**Ann M. Radcliffe**

**Lake County Recorder**

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[recorder@lakecountyohio.gov](mailto:recorder@lakecountyohio.gov)



**Lake County Recorder's Office**

## United States of America Veteran Identification Cards

Veteran ID cards can be obtained at the Lake County Recorder's Office Monday thru Friday, 8:00am to 4:00pm.

This card enables the veteran to prove their military status and to receive discounts on an ever growing list of merchants and businesses.

Visit our website for a list of benefits provided by the Lake County Chambers.

[www.lakecountyohio.gov/recorder/VeteranIDCard](http://www.lakecountyohio.gov/recorder/VeteranIDCard)

The Lake County Recorder's Office has provided **2,250** Veterans with an ID card since the program began in January 2014.

## Recorder's Office Document Reports

### Full Year - 2014

Deeds	6,984
Mortgages	7,390
Soldier's Discharge	1,499
Other	17,836
Total documents recorded	33,709

### First 3 Months - 2015

Deeds	1,607
Mortgages	1,700
Soldier's Discharge	253
Other	4495
Total documents recorded	8055



## Requirements to receive a card:

1. A legible **Original** or **Certified copy** of your Honorable discharge paperwork (DD214) to be recorded, at no charge. (DD214 will be returned to veteran by mail after processing. It can also be picked up by the veteran.)
2. A valid identification card.
  - If your Honorable discharge is already recorded in this office, please let us know and we can look it up.
  - If the Honorable discharge is not legible, it must be followed by a letter from the VA translating the discharge.
3. We charge \$1.00 to cover the cost of the card.

*Thank you for your service to our country!*



### DATES TO REMEMBER

Month of April  
Child Abuse  
and Autism Awareness

May 25<sup>th</sup>  
Memorial Day  
**CLOSED**

July 3<sup>rd</sup>  
4<sup>th</sup> of July  
**CLOSED**

September 7<sup>th</sup>  
Labor Day  
**CLOSED**

## Duties of the Recorder

- Makes a complete, accurate and permanent record of every document pertaining to the conveyance and encumbrance of land within the county.
- Maintains permanent land records, retains them in archival form, and makes them constantly accessible to the public.
- Enforces more than 1000 sections of state law in the Ohio Revised Code pertaining to the duties of the Recorder's office.
- Takes great care to ensure that every document received is accurately filed, recorded and indexed.
- Serves on the county's **RECORD COMMISSION** which authorizes the retention of county records and determines when or how these government records may be disposed.
- Serves on the county's **AUTOMATIC DATA PROCESSING BOARD** to authorize any purchase, lease, or contract for data processing equipment for county offices.
- Serves as secretary and chief administrator of the county's **MICROFILMING BOARD** to authorize any purchase, lease or contract for microfilming equipment in county offices and to oversee the operation of the county's microfilming center services.
- Collects fees for documents filed in the Recorder's office and pays these monies into the county's general fund.
- Maintains an accurate record of all monies appropriated to the Recorder's office including preparation of annual budget and reports, vouchers, purchase orders, etc., and maintains all payroll records, sick and vacation leave records and other records pertaining to the Recorder's staff.
- Files annually an ethics report, inventory of office equipment, affirmative action report, depository agreements for funds and every other report as required by law.
- Notifies boards of county commissioners and township-trustees annually of their duty to file zoning resolutions, maps and amendments.

## Recorded Documents



### Deeds/Affidavits

- ❖ Warranty Deeds/Quit Claim Deeds/Survivorship Deeds
- ❖ Sheriff's Deeds
- ❖ Affidavits of Joint Survivorship
- ❖ Transfer on Death Beneficiary Affidavits
- ❖ Transfer on Death Confirmation Affidavits

### Liens

- ❖ Mechanic's Liens/Federal Tax Liens
- ❖ Corrupt Activity Liens/Medicaid Fraud Liens
- ❖ Ohio Unemployment Liens/Workers Compensation Liens
- ❖ Tax Certificates

### Mortgages

- ❖ Mortgage Releases
- ❖ Assumptions/Encumbrances/Assignments
- ❖ Subordinations/Waiver of Priority

### Other

- ❖ Military Service Discharge (DD214)
- ❖ Easements/Restrictions/Declaration and By-Laws
- ❖ Subdivision and Condominium Plats
- ❖ Health Care Power of Attorney/Living Wills
- ❖ Memorandum of Trusts

## E-Recording

With eRecording available, Lake County recording customers such as mortgage companies, banks, attorneys and title companies will be able to scan, upload, and submit documents electronically to the recorder's office, saving time and money on mailing expenses. For this office, the savings is in paper, postage, staples, and envelopes, helping us "go green".

Since documents are sent electronically, there is not the need to scan and mail the document back to the customer. Once documents are recorded they are immediately returned to the customer and made available for public view. We only accept the same documents types for eRecording that we would through regular mail. (We do not accept any transfers through the mail.)

Lake County currently accepts eRecordings from four submitting vendors. To compare prices and to begin eRecording with our office, contact:

#### Corporation Service Company (CSC)

(855) 200-1150/

<http://www.erecording.com>

#### eRecording Partners Network (EPN)

(888) 325-3365

<http://www.GOePN.com>

#### Indecomm Global Services

(877) 272- 5250

<http://www.indecomm.net>

#### Simplifile

(800) 460-5657

<http://www.simplifile.com>

## Word Search – Summer Fun

S	X	B	S	U	N	D	R	E	N	C	H	E	D
R	M	O	W	P	U	A	Q	V	M	K	D	B	R
O	O	H	E	C	A	M	P	G	R	I	L	L	E
O	O	G	A	J	T	P	M	X	S	F	M	Y	A
D	N	A	T	U	R	E	R	L	I	G	H	T	M
T	W	K	I	C	Z	F	O	M	Q	Z	T	H	Y
U	B	S	N	L	W	O	A	S	G	H	F	T	P
O	W	K	G	Q	P	V	R	P	T	U	R	B	W
L	A	R	X	S	H	A	D	E	D	M	A	L	F
F	O	D	U	M	R	G	T	W	H	I	G	I	B
W	A	R	M	Y	Q	A	K	R	C	D	R	S	T
T	Y	S	N	T	N	F	M	B	I	D	A	T	R
B	R	I	G	H	T	Y	S	H	G	O	N	E	O
U	F	B	O	S	U	M	M	E	R	Y	T	R	P
G	L	A	W	N	S	U	B	J	L	G	W	I	I
S	O	C	I	E	T	G	R	E	E	N	L	N	C
N	W	K	F	L	A	G	Z	I	X	V	J	G	A
R	E	Y	D	F	T	Y	O	U	T	H	F	U	L
I	R	A	B	Y	Z	E	L	H	J	O	R	S	T
P	S	R	N	A	M	S	W	E	E	T	E	P	Q
E	N	D	L	E	S	S	H	L	O	V	E	L	Y

BACKYARD  
BLISTERING  
BRIGHT  
BUGS  
CAMP  
DAMP  
DREAMY  
ENDLESS  
FLAG  
FLOWERS  
FRAGRANT  
FREE

GREEN  
GRILL  
GROW  
HOT  
HUMID  
LAWN  
LAZY  
LIGHT  
LOVELY  
MOON  
MUGGY  
OUTDOORS

PATRIOTIC  
POOLSIDE  
RIPE  
SHADED  
SUMMERY  
SUNDRENCHED  
SWEATING  
SWEET  
TAN  
TROPICAL  
WARM  
YOUTHFUL